

Weekly Report for Week Ending 30 Nov 1959  
FROM  
ARCHIVES AND RECORDS CENTER

1. Contributions

a. Tangible

- (1) Five offices transferred 557 cubic feet of inactive records to the Center.
- (2) During the week 153 cubic feet of records were removed from the disposal area and burned, leaving an accumulation of 752 cubic feet in the area. [ ] furnished the manpower to accomplish this burning.
- (3) Furnished 2,658 reference items to the various customers of the Center.

25X1

2. Assignments

a. Active

None

b. Inactive

- (1) Consolidation of three sets of information reports into one record set.
- (2) Physical consolidation of VM and Records Center.

With final approval having been received from Security, detailed plans are being worked out to physically move the VM material into the Records Center.

- (3) Physical Inventory of holdings.

3. News

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- (1) [ ] of OCR received one day's orientation on Records Center operations.
- (2) On 25 November a special courier was dispatched to deliver records to the DD/S and the Comptroller.
- (3) A part of the screen was removed from around the DD/P so that this area could be enlarged. It was also necessary to redesignate the space available for DD/I and DD/S records and to relocate 1,400 cubic feet of records.

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(4) The total holdings of the Records Center are 51,535 cubic feet.

4. Visitors

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OCR

25X1

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